



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

Permit # J25-0045

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only

Date Submitted: 8/11/25 Fee: _____ Date Paid: _____
Paid via: ☐ Check # _____ ☐ C.C. ☐ Cash

Special Event Approvals

Town Manager:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Fire Inspector:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Zoning Administrator:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Police Chief:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Building Inspector/Public Works:

Approve ☐ Deny ☐ Date: _____ Comments: _____

**Other approvals as needed based on scope of event.*

Special Event Fee Schedule:

Non-profit 501C3 w/ no entry fee	\$25 per day	Special Event Liquor License	\$75
Town Sponsored/Co-Sponsored	<u>No Fee</u>	Special Event Permit	\$100
Film Permits	Fee based on production type		

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>Jerome Historical Society</u> Date: <u>8/11/25</u>
Name of Organization/Sponsor	_____
Federal Tax or 501 (c)(3) Number	_____
Business Mailing Address	<u>PO Box 156</u>
City	<u>Jerome</u> State <u>AZ</u> Zip <u>86331</u>
Business Email	<u>Scott@JeromeHistoricalSociety.com</u>
Business Phone #	<u>928-634-1066</u> Cell Phone # _____

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one must be provided.	
Name	<u>Scott Hudson</u> Phone <u>_____</u>
Name	_____ Phone _____
Emergency contact for Event*	
Name	<u>Mary Beth Barr</u> Phone <u>_____</u>
*Emergency contact should be a party available for duration of event including set up and tear down.	

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event Mariachi

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 10/11/25 Time 9am End: Date 10/11/25 Time 1:00 pm

Start: Date: _____ Time _____ End: Date _____ Time _____

Start: Date: _____ Time _____ End: Date _____ Time _____

Set-Up Date/Time: From 10/11/25 9am To _____
Date Time Date Time

Tear-Down Date/Time: From 10/11/25 1pm To _____
Date Time Date Time

Number of expected/estimated Participants 100-150

Will an admission or registration fee be charged? YES ☐ NO ☒ Fee \$ _____

Please briefly describe the event:

Mariachis performing in the parking spots
in front of the steps

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☒ YES ☐ NO

If yes, which property? Steps

If no, what is the **physical address** for the event? _____

*Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.*

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

**All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.*

Event Details Continued

Will Alcohol be Sold?

☐ YES

☒ NO

☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES

☒ NO

☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☒ YES

☐ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☒ YES

☐ NO

Please provide a brief description of the electrical requirements for the event:

_____ will need power from the upper park

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES

☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES

☒ NO

**Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.*

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES

☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☒ YES

☐ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Block off 5 parking spots in front of steps

Will the use of portable restrooms be necessary during the event?

☐ YES

☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☐ YES

☒ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

☐ YES

☒ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.